

PROVIDENCE POLICE DEPARTMENT

 HEADQUARTERS
 COLONEL OSCAR L. PEREZ
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	130.04	11/17/2023	11/20/2023
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Early Warning System		1/14/2022; 10/6/2020; 7/29/2019; 5/8/2018; 7/14/2014; Supersedes: G.O #15 Series 2003; G.O #28 Series 2002	
REFERENCE		RE-EVALUATION DATE	
CALEA 35.1.9		10/5/2025	
SUBJECT AREA		DISTRIBUTION	
Administration		All Personnel	

PURPOSE

The purpose of this policy is to codify the Department’s Early Warning System.

POLICY

It is the policy of the Providence Police Department to provide assistance to employees who may be experiencing job-related performance difficulties. The Department’s Early Warning System serves to identify such employees and provides resources aimed at reducing job-related stress, re-establishing acceptable performance, and avoiding future performance-related issues.

DISCUSSION

The Early Warning System is not a form of discipline, nor is it meant to be a part of a progressive discipline system. This system is designed to review and monitor the actions of Department personnel and to determine when proactive intervention techniques are recommended and may prove to be beneficial.

For the purpose of this General Order, the following definitions shall apply:

First-Line Supervisor: An employee’s immediate supervisor.

Second-Line Supervisor: Any supervisor in the chain-of-command that is above the first-line supervisor.

PROCEDURE:

I. FIRST-LINE AND SECOND-LINE SUPERVISOR RESPONSIBILITIES

- A. Supervisors are required to constantly assess the performance, attitude and behavior of their subordinates. The purpose of this is to recognize any signs of personal or job-related problems that may affect the job performance of the individual and/or the overall reputation of the Department.
 - 1. Some indications of potential problems could be insubordination, complaints of rudeness, excessive sick leave, tardiness, or other documented infractions.

- B. In the event that a supervisor observes what he/she determines to be an individual who may be experiencing some type of trouble or concern, the supervisor should attempt to counsel the individual. This counseling should include discovering the cause of the perceived problem and providing a possible solution.
 - 1. All such counseling attempts shall be documented and forwarded to the Division Commanding Officer overseeing the counseled officer. This documentation shall include:
 - a. Details of the pattern(s)/behavior(s) of concern.
 - b. Any witnesses to the pattern(s)/behavior(s).
 - c. Recommended additional intervention actions, including but not limited to remedial training, peer support counseling, or professional counseling/care.

- C. If the first-line supervisor believes that the counseling session(s) was not effective; and/or if the problem or issue appears to be of such magnitude that it cannot be appropriately handled by the first-line supervisor or by the Division Commanding Officer; the Division Commanding Officer shall make notification of the situation, by forwarding all documentation pertinent to the issue, to the Commanding Officer of the Office of Professional Responsibility.

II. ROLE OF THE OFFICE OF PROFESSIONAL RESPONSIBILITY

- A. In addition to receiving and performing a timely review of specific case documentation referred to in (I)(C) above, the Commanding Officer of the Office of Professional Responsibility is responsible for the general tracking and monitoring of performance indicators pertaining to all personnel of a negative or questionable nature, such as that garnered from reports and documentation related to:
 - 1. Use of Force.

2. Vehicular pursuits.
 3. Traffic accidents.
 4. Civilian complaints.
 5. Disciplinary actions.
 6. Internal investigations.
 7. Information forwarded from the Human Resources Bureau to the Commanding Officer of the Office of Professional Responsibility relating to:
 - a. Quarterly sick/attendance patterns.
 - b. Quarterly IOD reports.
 - c. Annual performance evaluations that result in a less than "Satisfactory" designation.
- B. The Office of Professional Responsibility shall utilize the IPro™ software solution for the tracking of the aforementioned performance indicators.
1. Any time an employee has a documented accumulation of a total of four (4) separate indicators within a six (6) month period, said employee's name will be placed on a review list for intervention consideration.
 2. The Chief of Police retains the right to initiate action pursuant to this General Order any time conduct or behavior warrants such action, regardless of the number of indicators within a specific time frame.
- C. Once an employee has been identified as requiring intervention under the parameters of this system, the Commanding Officer of the Office of Professional Responsibility shall consult with the employee's Division Commanding Officer in the development of an intervention plan.
- D. The following actions are examples of those available in the formulation of an intervention plan:
1. Remedial training.
 2. Referral to the Peer Support Unit for counseling, evaluation and clinician services.
 3. Documented supervisory counseling.

4. Periods of supervised field training and observation accompanied by written evaluations from the Field Training Officer component.
 5. Alcohol and/or substance abuse treatment.
 6. Reassignment/change in work status, where it is in the best interest of the employee and/or the Department.
- E. A report of action recommendations and justifications for those recommendations within the intervention plan shall be forwarded by the Commanding Officer of the Office of Professional Responsibility to the Chief of Police for approval.
- F. The employee shall follow the intervention plan through to satisfactory completion, unless the plan is terminated for cause.
1. The Commanding Officer of the Office of Professional Responsibility shall monitor the employee's progress throughout the course of the intervention plan, and shall furnish a full written analysis to the Chief of Police upon either the plan's completion or termination.

III. REPORTING/COMPLIANCE

- A. It shall be the responsibility of each Division Commanding Officer and the Commanding Officer of the Human Resources Bureau to ensure that all information on matters falling within the parameters of the Early Warning System is forwarded to the Commanding Officer of the Office of Professional Responsibility for entry into IAPro™, as stipulated in this policy.
- B. The Commanding Officer of the Office of Professional Responsibility shall conduct a documented annual evaluation of the Early Warning System, to be forwarded to the Chief of Police.

APPROVED:



COLONEL OSCAR L. PEREZ
CHIEF OF POLICE